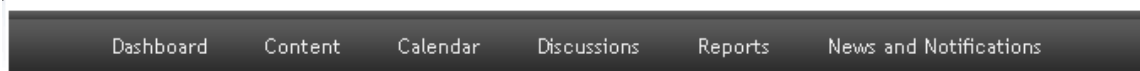


GEMS2 Calendar

Accessing Calendars

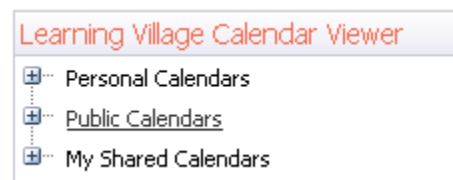
The **Calendar** makes it easy for you to keep track of important events, such as school activities and personal appointments. Using the personal, public, and shared calendars keeps you organized and lets you coordinate your schedule with others. Depending on your permissions and subscriptions to public or shared calendars, you may have access to multiple calendars that can be displayed at once for easy reference and scheduling.

Users can access the calendar from two places. From the Dashboard, click **View Calendar** or select the **Calendar tab**.

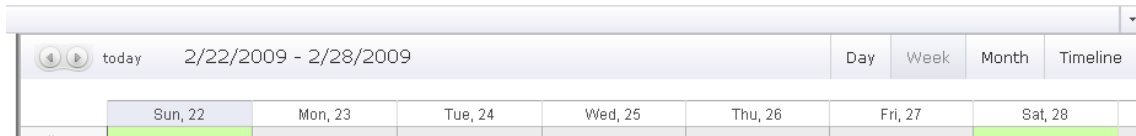


Learning Village Calendar Viewer

The left side of the **Calendar** page lists all of the calendars you have access to. The calendars are organized into three categories: Personal, Public, and Shared. Click a plus sign to expand a calendar list; click a minus sign to collapse the list. Clicking the check box next to any calendar in the list will display the events it contains on the right side of the page. To view the events in more than one calendar at a time, click the check boxes next to the calendars you want to view.



In the calendar view, use the left and right arrow buttons in the upper-left corner of the calendar to navigate backward and forward between time periods. Use the scrollbar on the right of the calendar to scroll through the hours of a day or the weeks of a month, depending on your view.



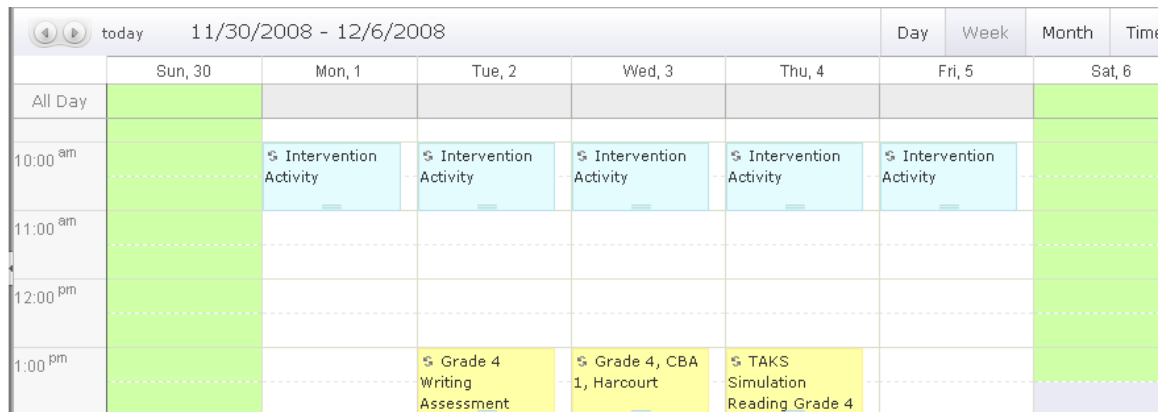
The calendar days are color coded using the following colors:

Green - These are non instructional days.

White - Instructional days.

Blue -Personal Calendar Events or Items

Yellow - Shared Calendar Events or Items



Personal Calendar-Created and owned by the individual user. A user may maintain and delete appointments that exist on this calendar.

Public Calendar- A public calendar can be viewed by subscribing to one that has been previously shared by another user. The logged in user must have been given rights to view a calendar to subscribe.

Shared Calendar- Calendars that are available for viewing by one or more SharePoint groups. Users must have proper permission to create Shared Calendars, or to view them. A shared calendar can be viewed in a merged view with the personal calendar.

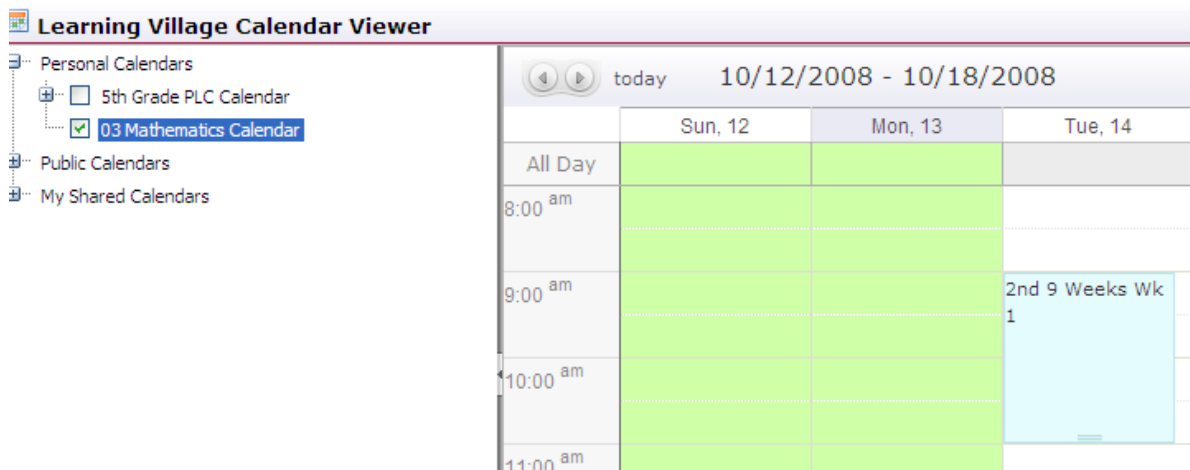
Managing Your Calendars

There are several options available to help you manage your calendars. To access these options, use the right mouse button to click a calendar title, and then select the option you want from the pop-up context menu.

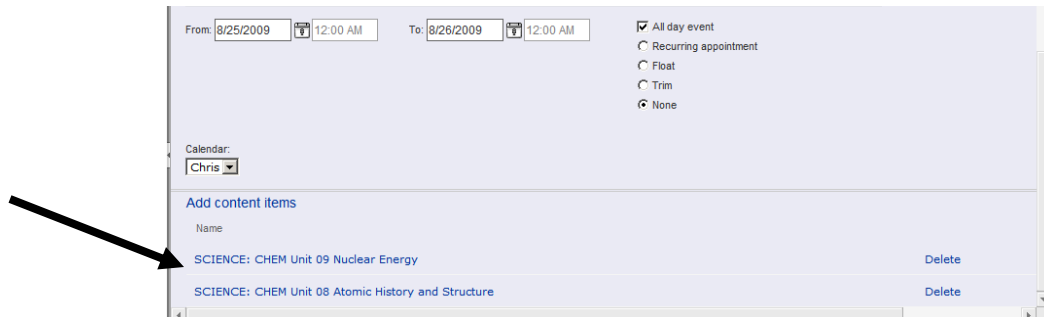
- **Make Default View** - Use this option to automatically display the selected calendar when you visit the calendar page.
- **Edit Calendar** - Use this option to change a calendar's name, description, or association with the Instructional Calendar.
- **Copy Calendar Event(s)** - Use this option to copy some or all of your events from one calendar to another calendar.
- **Export To Microsoft Outlook** - Use this option to export selected Learning Village events to your Microsoft Outlook calendar.
- **Delete Calendar** - Use this option to delete the selected calendar.

Viewing Content Items from Calendar

- To View a Content Item added to a Calendar, **Select** the Calendar you would like to View.



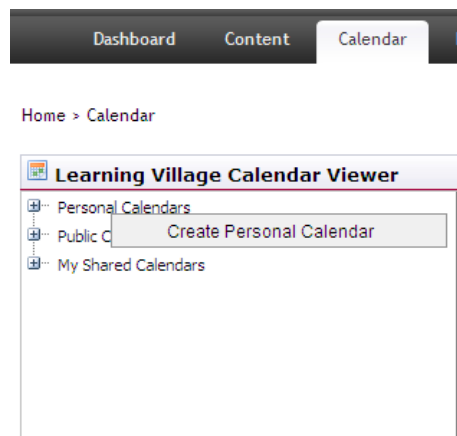
- **Double Click** on the event in the calendar day and the blue message box will open. **Scroll** down and locate the link(s) of the Content Item(s). **Double Click** to launch the item and access content.



Personal Calendars

Personal Calendars are private and can be viewed only by you. Use a personal calendar to keep track of your own appointments, meetings, or events. You can also add any content items, such as lesson plans, resources.

- To create a **Personal Calendar**, use the right mouse button to click the title **Personal Calendar** in the calendar list, and then select **Create Personal Calendar** from the pop-up menu.



- This displays the *Create Calendar* form, where you enter the following information:
 - **Name** - Type a name for your calendar.
 - **Description** - Type a short description of your calendar.
 - **Use Instructional Calendar** - Click the check box if you want events that occur outside of school hours to be modified to fit the school calendar. (See also Trim and Float in Section 6.3a)

When you click **OK**, your **Personal Calendar** will be available only to you. To create a calendar that other users can see, you will need to create a **Public** or **Shared Calendar**. You must have specific permissions from your administrator to create a Shared Calendar.

- To view a **Personal Calendar**, click the check box next to the calendar you want to view.

Entering an Event on your Personal Calendar

- To enter an **event** on your personal calendar, **double click** on the day you wish to enter the event.
- A box will open and ask for the following information: *Subject*, *Description* and *Time*.
- If you have more than one calendar, identify which calendar this event is taking place on.

Subject:
Second Cup of Coffee

Description:
Third Grade Parent Meeting-
Today's Topic Establishing great study habits and a fool proof homework environmnet

Your description is too long. It cannot be longer than 128 characters.

From: 10/14/2008 8:00 AM To: 10/14/2008 9:00 AM

☐ All day event
☐ Recurring appointment
☐ Float
☐ Trim
☒ None

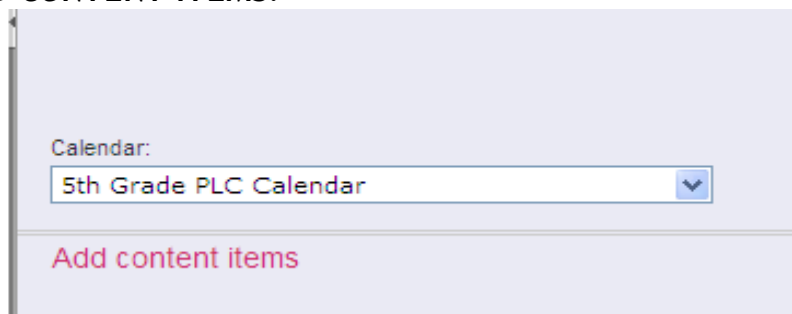
Calendar:
03 Mathematics Calendar

- **Recurring Appointment** - If your appointment occurs repeatedly on a regular schedule, select this option. Additional fields will appear in the lower part of the form where you can specify how often the appointment will recur, and how many times.

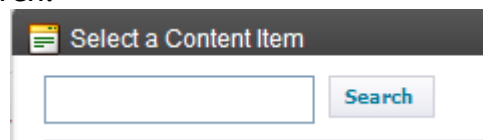
- **Float** - If *Use Instructional Calendar* is selected on the calendar, any events that occur on a non-school day will be moved to the next school day.
- **Trim** - If *Use Instructional Calendar* is selected on the calendar, any events that occur on a non-school day will be deleted.
- **None** - If you do not want to use the Float or Trim options, select **None**.
- **Click Insert.**

Adding a Content Item to an Individual Day or Event

- To add a **Content Item** to an individual Day, **Double Click** on the Day.
- **Enter** the Subject, Description, and Time. Be sure to **Select** the Calendar you want to add the content to for that day.
- **Click ADD CONTENT ITEMS.**



- The Select a Content Item box will open which allows users to search for the content. **Click Search.**



- **Select** the checkbox of the Item to Add to Calendar. More than one item can be added to each event/day.



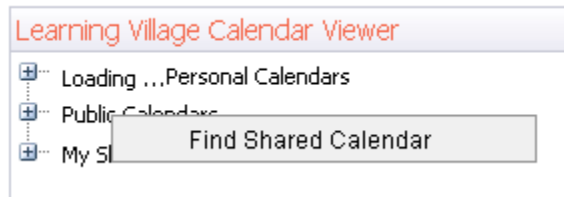
<input checked="" type="checkbox"/>	Science 03, 1st Nine Weeks, Week 1 and 2	/_catalogs/lvContentItems_15/DispForm.aspx?ID=2
<input type="checkbox"/>	06 Math Scope and Sequence	/_catalogs/lvContentItems_14/DispForm.aspx?ID=1
<input type="checkbox"/>	Algebra I Scope and Sequence	/_catalogs/lvContentItems_14/DispForm.aspx?ID=2
<input type="checkbox"/>	Math 03, 1st Nine Weeks, Week 1	/_catalogs/lvContentItems_15/DispForm.aspx?ID=1

- At the bottom of the box, **Click Save Content Items.**
- **Click Insert.**

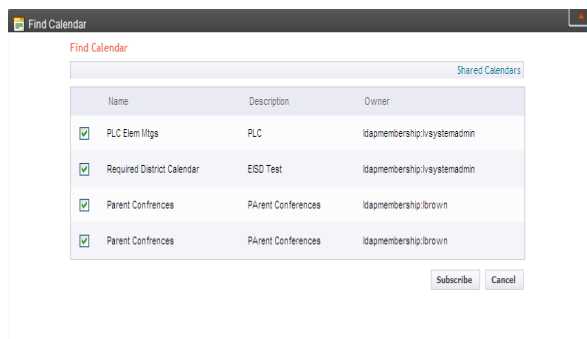
Public Calendars-

Public Calendars are shared with specific groups of users. You can look at the Public Calendars to see if you have any Public Calendars to subscribe to. Follow the steps below to subscribe to a Public Calendar.

- Right click on Public Calendars and select Find Shared Calendar from the drop down menu.



- The Find Calendar window will open. Select the public calendar that you would like to subscribe to. More than one calendar can be selected.



- Select *Subscribe* at the bottom of the window to complete the subscription.
- To make the calendar the default view, right click on the calendar and select *Make Default View*.

